

Position Description

Development Program Specialist- Maternal, Newborn, and Child Health Senior Advisor FSN-11 Health Office, USAID/Nepal

BASIC FUNCTION OF POSITION

As a senior-level development professional in USAID/Nepal's Health Office (HO), the Senior Maternal, Newborn and Child Health (MNCH) Advisor provides strategic and technical leadership in the design and implementation of sustainable programs in maternal, newborn and child health and Health Systems Strengthening (HSS) in Nepal. The incumbent reports to the MNCH Team Leader, and works closely with senior management and technical staff in the HO and directly engages with senior Washington technical leadership. Representing the U.S. Government and USAID at the highest levels of the government (federal and provincial) and among development partners on issues related to MNCH and HSS; builds alliances with the Government of Nepal (GoN) and other donors to advance policy objectives of USAID and to ensure coordination and harmonization of interventions within the health sector and horizontally with other sectors. The Senior MNCH Advisor manages a five-year, \$30 million portfolio consisting of one bilateral and three field support activities under which s/he is expected to provide critical analysis on an array of issues in a complex and fast-changing health sector and to translate this analysis into programmatic action, particularly in province 5 and 6. Additionally, s/he serves as the alternate AOR for G2G assistance and alternate activity manager for PFMS, PEER and SL@B. The Advisor supports coordination and harmonization of USAID funded MNCH and HSS activities with governments, as well as other multilateral and bilateral agencies and civil society entities in developing and implementing policies and programs based on global best practices and innovations.

MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

1. **50 % Time:** Provides technical, programmatic and administrative management of key components of USAID/Nepal's MNCH and HSS portfolio based on his/her understanding of global, regional and national MNCH and HSS priorities and issues.
 - a) Manages the five-year (AOR), \$26 million Strengthening Systems for Better Health activity.
 - b) Serves as an Activity Manager for 4 MNCH activities totaling approximately \$22 million over five years.
 - c) Serves as alternate AOR for G2G assistance and as alternate Activity Manager for PFMS, PEER and SL@B.
 - d) Monitors multiple implementing partner staff on compliance with the U.S. Government's legal/policy requirements; global, regional and national changes in best practices and quality standards on MNCH and HSS.
 - e) Serves as Point of Contact (POC) for coordination with GAVI and Immunization activities, including participation in the national steering committee on immunization under the Ministry of Health and Population (MoHP) and in the development of Nepal's Polio Transition Plan.
 - f) Serves as the POC for CDC on disease surveillance activities and surveys in Nepal.

- g) Presents mission's work in global fora, including during webinars and meetings to showcase USAID/Nepal's achievements and best practices, including the Acting on the Call (AOTC) meetings.
 - h) Prepares resource requests, strategy documents and reports for Washington. This includes drafting and finalizing the AOTC report, which is an annual analysis- driven roadmap articulating how USAID will follow through on the 2012 agenda to end preventable maternal and child deaths.
2. **25% Time:** Ensures coordination and synergy of MNCH and HSS activities with other USAID health activities and other related activities supported by GoN and other donor partners:
- a) Ensures coordination and collaboration on MNCH and HSS between USAID activities and with other agencies and organizations to leverage resources and further USAID priorities and program impact, including ensuring technical and programmatic synergy. Facilitates exchange of technical information and identifies opportunities for partnership on technical and programmatic activities, including with FP, nutrition, WASH, rehabilitation and private sector partnership.
 - b) Participates as a senior representative of USG and USAID in technical, programmatic and policy development meetings on MNCH and HSS with the MoHP to provide expert-level technical advice and to enhance coordination, including in the following committees: Safe Motherhood and Newborn subcommittee, Integrated Management of Newborn and Childhood Illnesses technical committee, Female Community Health Volunteer Working Group, Reproductive Health Working Group, Interagency Coordination Committee on Immunization, Health Insurance Working Group, Quality Improvement Working Group and Skilled Birth Attendant Training Committee.
 - c) Represents USG and USAID in co-ordination fora with donors/multilateral (particularly EDP Quality Improvement and Federalism working groups), other USAID implementing partners, and non-governmental organizations to ensure enhanced impact of USG's investments in MNCH and HSS.
 - d) Engages with Washington to strengthen global learning and to leverage funding for mission activities, while showcasing USAID/Nepal's best practices.
 - e) Coordinates and organizes consultation meetings and technical meetings with GoN and relevant donors in updating existing policies, plans, strategy and clinical protocols and guidelines and in developing new ones, including 1) Review of the National Safe Motherhood Program and development of a Safe Motherhood Roadmap to help the GoN achieve its maternal health goals envisioned under the Nepal Health Sector Program and SDGs, and 2) . Periodic revision of national reproductive health standards and protocols to align with WHO recommendations and global best practices.
 - f) Contribute to USAID/Nepal's integrated project/activity management groups on issues related to MNCH and HSS.
3. **25% Time:** Serves as a senior-level professional member of the USAID/Nepal Health Office
- a) Lead, participate or contribute to new project designs and procurement of HO activities.
 - b) Participates in regular technical team meetings, health office meetings, meetings with the front office and other mission-wide meetings, including in the USG Integrated Country Strategy (ICS), MCRC Committee, and Mission Federalism Working Group.
 - c) Provides technical and programmatic input into key HO processes such as the OP, PPR, QFR, Mission Portfolio Review, and HO quarterly portfolio review.

- d) Coordinates and communicates regularly with other members of the HO and other USAID/Nepal staff on administrative, programmatic and policy issues related to MNCH and HSS and on relevant technical updates and best practices.
- e) Contributes to documentation and knowledge management, further strengthening Nepal's contributions to global evidence generation and USAID's contributions to public health. Writes drafts and edits final versions of relevant technical and scientific reports, briefings and presentations.
- f) Provides support in fiscally monitoring of activities in close cooperation with USAID's Office of Financial Management (OFM) and advises program supervisors of MoHP, contractor and grantee program financial status routinely and as requested. Assists in reviewing contractor and grantees' financial reports for compliance with USAID requirements and procedures. S/he will also assist OFM in preparing HO financial management documentation in areas of program responsibility, with input from responsible technical and finance staff and work with OFM and Contracts office in closing out unspent/unliquidated balances as necessary.
- g) Assists in preparing Implementation Letters for commitment of USAID funds.
- h) Coordinates field trips to project/activity sites for senior management staff and visitors, including GoN officials and participates in the preparation of sites for high level delegations.
- i) Other duties as assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** A master's degree in public health is required.
- b. **Prior Work Experience:** Five to seven years of prior mid- to senior-level experience in public health, focusing on maternal, newborn, and child health is required; clinical experience is preferred; prior work experience with USAID or another international agency desired. Experience managing programs, including financial management required.
- c. **Post Entry Training:** COR/AOR Training and other relevant USAID training.
- d. **Language Proficiency:** Level IV (fluent) in English and Nepali is required.
- e. **Job Knowledge:** Working knowledge of technical and programmatic MNCH issues in Nepal and the approaches to address them. Knowledge of evaluation methods, both quantitative and qualitative, required.
- f. **Skills and Abilities:** Must possess the ability to establish and maintain effective working relationships with other USG agencies, USAID implementing contractors and grantees, central and district-level Government of Nepal and non-governmental organization counterparts. Must possess high quality analytical skills and the ability to assess ongoing MNCH and other public health interventions to evaluate their efficacy and efficiency. Ability to communicate effectively, both orally and in writing is essential. Word-processing and computer skills are required. Excellent interpersonal skills and an ability to work in a team environment are essential. Proven ability to work with diverse groups and backgrounds essential.

POSITION ELEMENTS:

- a. **Supervision Received:** The Incumbent reports directly to the MNCH Team Leader.
- b. **Supervision Exercised:** The Incumbent will be responsible for periodic supervision of support and program staff on the FP/RH/MCH/N team as they carry out assigned tasks related to the MNCH and nutrition activities, particularly in preparation of routine financial documents, official correspondence with the government officials, and routine program documents.
- c. **Available Guidelines:** The Incumbent requires technical and programmatic knowledge of MNCH-related activities, challenges and opportunities in Nepal.
- d. **Exercise of Judgment:** The Incumbent requires the ability to independently exercise sound and logical judgment, with minimal supervision and oversight.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** The Incumbent acts as a liaison with high-level officials in the MOHP, other health sector donors (particularly those involved in MNCH and nutrition), and implementing contractors and grantees operating under bilateral or field support mechanisms.
- g. **Time Expected to Reach Full Performance Level:** One year to receive required USAID training and learn that duties of the position.